

Approved by

Decision of Academic Council of NMAU

protocol No 5 from 27.04.2015

Head of Academic Council

_____ O. G. Velychko

« 27 » _____ 04 _____ 2015

REGULATIONS
of the International Relations Office
of the National Metallurgical Academy of Ukraine

1. GENERAL PROVISIONS

1.1. The International Relations Office is the structural unit of the National Metallurgical Academy of Ukraine (NMAU).

1.2. The International Relations Office of NMAU operates in accordance with the current legislation, these Provisions and orders of the Rector.

1.3. The aim of International Relations Office is creating of favourable conditions for development of international cooperation and integration of the academy into the European Educational and Research Area, informational support and documentary supply of international mobility of students and staff of the academy, attraction of the international funds for improvement of material and technical base and professional development of academy staff.

2. MAIN FUNCTIONS

2.1. Development, coordination and recording of the international activity in the academy.

2.1.1. Coordination of cooperation with foreign partners of the academy (universities, research centres, enterprises and other organizations).

2.1.2. Work on extension of international cooperation network, search of new partners and introduction of new forms of collaboration.

2.1.3. Holding meetings with the international delegations and experts.

2.1.4. Organization of cooperation with international institutions and funds with the purpose to attract financial, technical and other types of support for the reform of educational and research activity, professional development of academy staff.

2.1.5. Ensuring the quality of the English-language version of the academy website.

2.1.6. Providing operational communication with the international partners.

2.1.7. Documentary supply and monitoring of the international activity in the academy.

2.2. Contribution to the internationalization and improvement of the quality of educational process.

2.2.1. Carrying out information activities targeted to increase the awareness of the importance of participation in the international activities among students, teachers and researchers.

2.2.2. Stimulation and support of the study and use of the languages of international communication by teachers, post-graduate students and students.

2.2.3. Involvement of the staff, post-graduate students and students in the participation in international projects.

2.2.4. Support for study and dissemination of the best educational and scientific practices of European and world universities, support of the adaptation of the education system to Bologna Process and requirements of market economy.

2.2.5. Contribution to the internationalization of educational process on the basis

of the international experience and educational practices of foreign universities.

2.2.6. Informational and organizational support of NMAU departments in the issues of internationalization.

2.2.7. Promotion of NMAU on the world market of educational services and attracting of foreign students for study at the academy.

2.3. Contribution to the internationalization and development of research activities.

2.3.1. Support of the participation of teachers and researchers in joint research projects with foreign partners.

2.3.2. Contribution to the growth of scientific publications in the leading international journals resulting to the improvement of the quality of research and increase of the international rating of academy.

2.3.3. Formation of the international groups of authors for the development of joint textbooks and monographs.

2.3.4. Organizational support of the international scientific conferences in the academy and contribution to the participation of NMAU staff in the conferences abroad.

2.3.5. Support of researches in the issues of international marketing for the commercialization of technologies and knowledge created in the academy.

2.4. Informational support and documentary supply of the international mobility of students and staff of the academy.

2.4.1. Arrangement of informational events targeted to increase the awareness of the importance of international mobility for sustainable professional development among students, teachers and researchers.

2.4.2. Monitoring, summarising and distribution of information about possibilities for study, training and research abroad.

2.4.3. Involvement of students, teachers and researchers in mobility within the international projects.

2.4.4. Support of the academy's departments in the organization of scientific exchanges and internships of staff and students abroad.

2.4.5. Participation in development and implementation of internal policy for international academic mobility of staff and students.

2.4.6. Documentation and keeping records of the international mobility of staff and students.

2.4.7. Support of contacts with the participants of the international academic mobility, organisation of events for dissemination of experience and increasing the interest of staff and students for participation in the international academic mobility.

2.4.8. Creation of the database of students and staff wishing to participate in the international academic mobility, development of mechanisms and means for effective implementation of the policy on international mobility in the academy.

2.5. Attraction of international assistance for improvement of material and technical base and professional development of the academy staff.

2.5.1. Monitoring and summarising of information on open calls for projects to be submitted for funding by international organizations.

2.5.2. Distribution of information among departments concerning the topics, terms and application conditions for the international projects competitions.

2.5.3. Search of partners and contribution to the formation of consortium for development and implementation of the international projects.

2.5.4. Distribution of information among staff and students concerning the possibilities to obtain individual grants.

2.5.5. Providing consultancy services for staff and students on preparation and submission procedures applied for the international project applications.

2.5.6. Preparation of the official documentation needed for submission of project applications to international organizations.

2.5.7. Coordination of international projects carried out by the academy.

2.5.8. Preparation of reports on implementation of international projects.

3. RIGHTS

3.1. The International Relations Office coordinates the international activities at the NMAU.

3.2. The International Relations Office has a right:

- to establish contacts with representatives of state bodies, embassies, educational institutions, enterprises, funds and other foreign organizations with the purpose of the development of international cooperation of the academy;

- to request information from faculties, departments and other subdivisions of NMAU regarding the implementation of directive and administrative documents (orders, provisions, instructions) concerning organization and implementation of the international activities and also to request other information necessary for the development of international relations, records keeping and reporting on the international activities of the academy;

- to come with initiatives and submit propositions to the NMAU administration on the development of international relations, creation of joint study programs, participation in the international projects, conferences and other activities in the area of international cooperation.

3.3. Staff of the International Relations Office have a right:

- to discuss questions, which are within the competences of the International Relations Office, with representatives of state bodies, embassies, educational institutions, enterprises, funds and other organizations of foreign countries, to negotiate and correspond with them;

- to submit the propositions to NMAU administration concerning development of international relations, creation of joint study programs, participation in the international projects, conferences and other activities in the area of international cooperation;

- to take part in the elaboration of action plan for the development of international cooperation at the academy;

- to make requests to all departments and obtain from them information necessary for the work of the International Relations Office;

- to take part and represent the academy on international events;
- to organise international events and activities in the academy.

4. INTERRELATION

4.1. The International Relations Office is directly subordinated to the Rector and Vice Rector for Research and Pedagogy.

4.2. The staff of any subdivision of NMAU may be engaged, according to the established procedure, to the solving of the tasks belonged to the competences of International Relations Office.

4.3. The International Relations Office, within its competences, communicates directly with administration, departments and other subdivisions of NMAU.

5. EVALUATION OF WORK AND RESPONSIBILITY

5.1. The work of International Relations Office shall be evaluated against the performance of the relevant tasks of NMAU workplan.

5.2. Level of responsibility of the staff members of NMAU International Relations Office is defined by the corresponding Job Descriptions.

Head of the International Relations

Office

A. L. Petrenko

Approved by:

Vice Rector

for Research and Pedagogy

V. I. Shatokha